



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 02-09-022	OPENING DATE: 02-11-09	CLOSING DATE: 02-26-09	OPEN TO ALL APPLICANTS
POSITION: Probate Clerk's Office Supervisor JS-12	TYPE OF APPOINTMENT: Career Service	SALARY: \$72,100 - \$95,026 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Probate	LOCATION: 515 5 <sup>th</sup> Street, NW	Tour of Duty: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** Responsible for the daily operation of the Probate Clerk's Office with respect to processing and procedure. Supervises the staff, develops work assignments, conducts performance evaluations, conducts training programs, and establishes office policies and procedures. Gathers and analyzes statistical data for purposes of individual performance evaluations and MAP statistics. Provides information to attorneys and the public pertaining to cases filed in the division. Reviews entries made in Courtview and other databases by office staff to ensure timeliness and accuracy of processing. Returns any work with errors for correction, and monitors such to ensure timely and accurate completion. Ensures prompt and accurate responses to public inquiries or orders by mail and telephone, and at the Order Desk, by developing, implementing and monitoring a system to record the receipt of and response to same. Performs supervisory function for cashier close-outs in accordance with Budget and Finance Division instructions.

**MINIMUM QUALIFICATIONS:** A bachelor's degree from an accredited institution. Four (4) years of experience required, two (2) years of supervisory and/or probate experience preferred. Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

- 1. Ability to manage operations of office, providing leadership, organization, supervision and guidance.**
- 2. Ability to develop policies, procedures, and instructions, and to make recommendations where necessary.**
- 3. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective customer service to judicial officers, court staff and the public. (Please submit a writing sample with your application.)**
- 4. Ability to collect and analyze data utilizing databases and PC software and to prepare statistical reports.**
- 5. Ability to exercise discretion and independent judgment, and to multitask and prioritize assignments.**

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews or further screening may be required of highest qualified candidates. Selecting official will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

**Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202)879-4212  
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.  
For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.